



FRANKLIN COUNTY
Public Facilities Management
373 S. High Street
Columbus, Ohio 43215

J O B A N N O U N C E M E N T

POSITION TITLE: Housekeeping Supervisor
(Non-Bargaining)

PCN: 034200

REPORTS TO: Dan Mangold, Building Manager

P. R.: N14

RESPONSIBILITIES: Supervise and directs assigned staff. Manages Housekeeping division. Conducts daily and weekly inspections. Purchase housekeeping supplies. Oversees housekeeping related contracts. Assist in formulating housekeeping specifications. Prepares division budget. Authorizes expenditures. Prepares weekly status reports and divisions correspondence. Prepare monthly data. Assist in formulation of housekeeping specifications.

MINIMUM QUALIFICATIONS: High School diploma or GED with five years of housekeeping, commercial cleaning, or related experience; or any equivalent combination of training and experience.

STARTING SALARY: \$ 21.57per hour, plus a comprehensive benefits package.
180 day probationary period.

DATE POSTED: Friday, March 14, 2014

DEADLINE TO APPLY: Thursday, March 27, 2014

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line.

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